

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

**ERRATA**

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS

SUBJECT: CLARIFICATION OF GENERAL TIME STUDY INSTRUCTIONS FOR
THE MARCH 2002 QUARTER

REFERENCE: COUNTY FISCAL LETTER (CFL) 01/02-43

The General Time Study Instructions issued with CFL 01/02-43 for the March 2002 quarter instructed county staff to record breaks as nonallocable on their time study forms, which was incorrect. As outlined in Manual of Policies and Procedures Division 25-811.43(b), break times are to be reported to the last activity performed prior to the break. The attached General Time Study Instruction page has been modified to reflect the correct instructions for recording break time.

If you have any questions regarding this errata, please contact your Fiscal Policy Bureau analyst at (916) 657-3440.

Attachment

GENERAL TIME STUDY INSTRUCTIONS
Effective with the March 2002 Quarter

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

Complete the time study on a continuous basis throughout the day.

Round hours to the nearest quarter hour.

Round the total hours worked for each day: do not record overtime (OT) and compensating time off (CTO) worked in the total hours for the day. When CTO is used, record the time to the program or activity that caused the overtime. If the county is unable to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

Record travel time to the program with which it is associated.

Record dock, furlough, leave without pay, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.

Time spent on breaks must be reported to the last activity that staff were performing prior to going on break.

Record time spent in continuing training to the associated program: if not identifiable to a program, record as generic.

Record quality control/quality assurance and program integrity activities to the associated program.

Record time for conferences and staff meetings to the associated program or function: if not identifiable to either, record as generic.

The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours as defined by the County Welfare Department (CWD).

Caseworkers who perform administrative activities, whether full-time or part-time, will record these activities to generic.

First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activities on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.